



Illinois Department of Corrections

Administrative Directive

Number:

01.07.806

Title:

Offender Identification Cards

Effective:

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Authorized by:

[Original Authorized Copy on File]

Rob Jeffreys
Acting Director

Supersedes:

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Authority:

730 ILCS 5/3-2-2

Related ACA Standards:

5-ACI-5A-01, 03 and 04

Referenced Policies:

04.01.111, 05.05.110

Referenced Forms:

I. POLICY

The Department shall establish a standardized identification card system to provide accurate and proper identification of all offenders housed in the Department facilities.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for the issuance and control of identification cards for offenders in all correctional facilities.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. Offenders shall be:

a. Issued new identification cards:

- (1) Upon admission; and
- (2) Every five years thereafter.

b. Reissued identification cards only if:

- (1) Identifying information such as the offender's escape level, pregnancy status or staff assaulter or weapons violator status changes;
- (2) The offender's physical appearance changes;
- (3) The card is defaced so that any information is not readable, the photograph is

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damaged or the bar code is no longer machine readable; or

- (4) The card is missing.

NOTE: Identification cards shall not be reissued without updating the offender's photograph unless it has been verified that his or her appearance has not changed.

- c. Charged a fee of \$5.00 when an identification card is reissued for one of the following reasons:
 - (1) There is a change in the offender's physical appearance;
 - (2) The card is defaced so that any information is not readable, the photograph is damaged, the bar code is no longer machine readable or the identification card is torn or broken in half; or
 - (3) The card is missing.

- 2. Identification cards for offenders in all facilities, excluding Transitional Security facilities, shall display the following:

- a. On the front of the identification card:
 - (1) A current photograph of the offender.
 - (2) Offender's name, with last name first, and identification number as entered into Offender 360 (O360).
 - (3) Offender's bar code.
 - (4) Designator of "SA" to identify staff assaulters, if applicable.
 - (5) Designator of "WV" to identify weapons violators, if applicable.

NOTE: The Chief Administrative Officer (CAO) shall make the determination as to the length of time that the designation of "SA" or "WV" will remain on the offender's ID card. Designation as a Staff Assaulter or Weapons Violator shall be for no more than three years, and shall also be recorded in O360.

- b. On the back of the identification card:
 - (1) Two optional fields that may be used at the discretion of the facility, for example, to indicate a pregnant offender, to identify an offender as "youthful" and display his or her date of birth, or to indicate an Americans with Disabilities Act accommodation in accordance with Administrative Directive 04.01.111.
 - (2) Weapons Violator status, if applicable.
 - (3) Staff Assaulter status, if applicable.
 - (4) The date the identification card was issued.
- c. Be color-coded in accordance with Paragraph II.E.4.

- 3. Identification cards for offenders scheduled to be transferred to a Transitional Security facility shall:

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- a. Display the following information:
 - (1) A current photograph of the offender;
 - (2) Offender's name, with last name first, and identification number as entered into O360;
 - (3) "Transition Center" or program such as "Electronic Monitoring" (the specific name of the center or program shall not be listed);
 - (4) Indication of staff assaulter or weapons violator, or both, if applicable; and
 - (5) Indication of a pregnant offender if applicable.
 - b. Be color-coded white to show escape level as None.
4. Identification cards shall be color-coded in accordance with Administrative Directive 05.05.110 to designate the escape level. For best clarity, a light blue backdrop shall be used for the photograph of all identification cards. Color-coding for escape levels shall be as follows:
- a. White – None (Low or None).
 - b. Blue – Level M (Moderate).
 - c. Green – Level E (Extremely High).

F. Requirements

- 1. The CAO of each facility shall establish and maintain a written procedure on the issuance and reissuance of offender identification cards in accordance with this directive.
- 2. During the classification process at a Reception and Classification Center, an offender shall be:
 - a. Issued a white color-coded identification card that shall be valid until:
 - (1) A new card is issued in accordance with Paragraph II.E.1.a.; or
 - (2) A card is reissued in accordance with Paragraph II.E.1.b.
 - b. Advised:
 - (1) That when they are outside their cell or room or facility, they are to have their identification cards in their possession at all times. At the discretion of the CAO, they may be required to wear their identification cards. Identification cards may be held at the facility where an offender is released on temporary status, such as writ or medical furlough, or as collateral for the withdrawal of equipment or supplies such as recreational.
 - (2) Of the facility's local procedure for reporting a missing identification card and the process of having an identification card reissued.
- 3. Upon admission to a facility, the Bureau of Identification shall ensure:
 - a. The offender's physical profile in O360 is reviewed and verified.
 - b. Any changes in physical identification, such as height, weight, hair color, eye color,

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marks, scars and tattoos, are updated in the O360 physical profile.

- c. An identification card is issued or reissued, if necessary.
4. All facility staff, especially the following, shall ensure each offender's identification card matches his or her appearance and report any discrepancies in appearance through the chain of command to the Shift Supervisor.
 - a. Security staff that conduct positive identification counts shall notify the Bureau of Identification and the Shift Supervisor in writing when an offender's appearance has changed and identification from his or her photograph is difficult.
 - b. The Barber or Beauty Shop Supervisor shall immediately notify the Bureau of Identification and the Shift Supervisor when an offender receives barber services that significantly change his or her appearance. The initial notification may be verbal, but shall subsequently be made in writing.
 - c. Security staff shall compare the offender's appearance with his or her identification photograph each time the offender departs the facility for any reason. If the offender's appearance does not match the photograph, a temporary photograph shall be taken with a digital or instant camera prior to departure, absent an emergency. The Bureau of Identification and the Shift Supervisor shall be notified in writing of the temporary photograph, or in an emergency the changes in the offender's appearance, and the need to update the offender's identification card.
 5. The Bureau of Identification shall ensure:
 - a. Each offender's identification card and physical appearance are reviewed annually and updated when necessary; and
 - b. Each time a new identification card is issued or reissued; the offender's physical description is compared to O360's physical profile and is updated when necessary.
 - c. All offender identification cards are collected and destroyed if replaced or an offender is released or discharged.
 6. When Bureau of Identification staff identify significant changes in an offender's appearance, they shall update records and so advise the Shift Supervisor in writing. The Bureau of Identification shall maintain a historical file of photographs in the offender's Bureau of Identification file.
 7. Upon notification that an offender has made significant changes to his or her appearance, the Shift Supervisor shall:
 - a. Direct security staff to conduct a search of the offender's cell or room and property.
 - b. Refer the offender to appropriate staff, such as Clinical Services, who shall ensure that the offender's assigned counselor makes documented contact with the offender within 72 hours.
 - c. Ensure any indication via search or interview that an offender is contemplating or preparing for an escape results in securing the offender and contacting the Duty Administrative Officer.